



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Probation Officer
DEPARTMENT: Hualapai Tribal Court
CLASS: Covered/Non-Exempt
SALARY: Depending on Experience
OPENING: January 13, 2014
CLOSING: January 24, 2014

POSITION SUMMARY:

Under the supervision of the Probation Officer Supervisor and general supervision from the Court Administrator, provides direct supervision and management services to probationers/parolees at the discretion of the Hualapai Courts.

DUTIES AND RESPONSIBILITIES:

- Conducts intake interviews, including the completion of the necessary forms to place a person on probation or parole status.
- Exercises supervision/monitoring over persons placed on probation or parole status.
- Conducts home and worksite visits.
- Conducts social or pre-sentence investigations when ordered by the Courts.
- Conducts intensive monitoring for more serious offenders, including random U/A's or drug testing.
- Complies and maintains a social and case history on each probationer/parolee.
- Testifies in court when necessary and performs searches.
- Makes and monitors referrals to other agencies to ensure compliance with court ordered terms and conditions of probation/parole for the betterment of the probationer/parolee.
- Responsible for providing prevention and diversion for adults on probation or parole status.
- Responsible for taking appropriate steps deemed necessary for alleged probation or parole violators, to include taking the alleged violator into custody.
- Responsible for setting up monthly schedules for in-office and out in the field days.
- Responsible for submitting monthly/quarterly reports and maintain case files on each probationer/parolee.
- Ability to work beyond normal forty (40) hour work week.
- Attend meetings after business hours to assure clients are present per court order.
- Ability to establish and maintain effective working relationships with client, other court employees, Community officials, and the general public.
- Coordinate and monitor community service workers.

- Attend training in the area of Probation or work related training.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Knowledge of the Hualapai criminal justice system and community resources.
- Must have knowledge of or understand the Constitution, Law & Order Code, Tribal Court General Administrative Orders, and Probation Violation Guidelines.
- Knowledge of state, and federal jurisdictions.
- Knowledge of Hualapai Community cultural traditions and social issues.
- Skills in operating modern general office equipment (computer, fax machine, scanner, & copy machine)
- Must have strong skills in personal communication, counseling, investigation, and report writing.
- Ability to multi-task/manage multiple priorities.
- Ability to critically analyze individuals and situations to make sound judgment.
- Ability to apply the principles and methods of probation services.
- Must have a valid driver's license and be eligible for tribe's insurance.
- Willingness to learn

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities